



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, III CORPS AND FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

REPLY TO  
ATTENTION OF

AFZF-PA

MEMORANDUM FOR SEE DISTRIBUTION

06 JUL 2005

SUBJECT: Use of Phantom Distro

1. REFERENCES.

- a. Army Regulation 25-2, Information Assurance, 14 November 2003.
- b. Army Regulation 360-1, Army Public Affairs Program, 15 September 2000

2. APPLICABILITY. This policy applies to all III Corps active and reserve components units, and organizations and tenant units utilizing Fort Hood DOIM email services.

3. POLICY.

- a. Purpose: To establish parameters for use of "Phantom Distro" email information distribution.
- b. Background. One of the principle requirements for leadership is effective command information (CI). It is a leader's responsibility to inform our Soldiers, civilian workforce, and family members of command issues, policies, activities, and opportunities that impact on them.
- c. Fort Hood has more than 12,000 email subscribers. To address this population, "Phantom Distro" is a system that empowers leaders, managers, and directors to employ email to inform key internal publics. Each account is engaged simultaneously. It augments the Sentinel (Fort Hood's newspaper), cable television station (Channel 10), Fort Hood On Track (weekly TV show) official advertising for MWR opportunities, media interaction, and normal command channels.
- d. The POC for "Phantom Distro" is the III Corps and Fort Hood Public Affairs Office. The Public Affairs Office coordinates with the Directorate of Information Management (DOIM), who has responsibility for the operation and security of III Corps and Fort Hood's email system.

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#### 4. PROCEDURES.

a. Authorization to deliver Phantom Distro. The III Corps Public Affairs Office and the Director of Information Management will be the only personnel authorized to send email using "Phantom Distro." The following paragraphs describe how organizations / activities can input into the system.

b. Authorized Sources of Information. Public affairs, command information, community or MWR events important to the Fort Hood internal public can be sent to III Corps PAO for delivery consideration from any Fort Hood organization, and for private organizations on a case-by-case basis.

c. Public Affairs Review. PAO will assess the appropriateness of the message using the following considerations: Security; Accuracy; Propriety; and Policy.

(1) Organizations sending messages for consideration for delivery through Phantom Distro must ensure the product is examined using the considerations above.

(2) PAO will return items that do not meet appropriate considerations for rewrite.

d. Routine Requests. Routine requests for "Phantom Distro" messages should be sent to the PAO two weeks prior to the requested release date(s).

e. Emergency Requests. Requests for inclusion in a period less than two weeks in advance will be considered on a case-by-case basis.

f. Message Size and Details. Messages should not be greater than 100kbs in size to include attachments. Messages will include an informative email subject title.

g. Phantom Distros will be limited to one per event, except in rare cases when additional emphasis to the event is deemed essential.

5. APPROVAL. Each MSC Public Affairs Office is responsible for reviewing Phantom Distro requests from their unit. However, the III Corps PAO reserves the right to disapprove materials. Other exceptions are below:

a. Distinguished Visitor. The Fort Hood Public Affairs Officer will personally approve any message that mentions the presence of distinguished visitors. Such visitors include all general officers, SES civilians and above.

b. The Garrison Chaplain's office will approve messages for religious events.

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c. The Fort Hood Staff Judge Advocate will review messages for charity fundraising, membership drives, survey solicitation, and any messages promoting private groups or organizations.


d. Community and private organization messages will be reviewed by the Fort Hood Community Relations Officer of the Fort Hood Public Affairs Office.

e. Messages for Change of Command events will only be announced on Phantom Distro for battalion-level or higher.

f. The Fort Hood Public Affairs Office will approve all messages for subordinate units that do not have a qualified Public Affairs Officer.

g. Phantom Distros will be limited to one message per event. Exceptions will be on a case by case basis.

6. EXPIRATION. This Phantom Distro Command Policy Memorandum will remain in effect until superseded or rescinded.



JOHN M. MURRAY  
Colonel, GS  
Chief of Staff

Distribution:

IAW FH Form 1853: A

1 Each III Corps MSC